

**REQUEST FOR APPLICATIONS (RFA): # 0714-06**

**District of Columbia  
Office of the Chief Financial Officer**

**District of Columbia Department of Health  
Primary Care & Prevention Administration  
Bureau of Communicable Disease  
Sexually Transmitted Disease Control Program**

**Communicable Disease Clinical Services Grants**

**Priority Area 1 - Chlamydia Trachomatis/Gonorrhea Screening Services**

**Priority Area 2 – Sexually Transmitted Disease (STD) Services**



**The Department of Health, Sexually Transmitted Disease Control Program  
invites the submission of applications for funding under the  
U.S. Department of Health and Human Services (DHHS),  
Public Health Service, Centers for Disease Control,**

**Announcement Date: July 14, 2006**

**RFA Release Date: July 14, 2006**

**Application Submission Deadline: August 14, 2006, 5:00 p.m., EST**

**LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL.**

# NOTICE

## PRE-APPLICATION CONFERENCE



***WHEN:***

July 25, 2006

***WHERE:***

717 14th Street, NW  
Washington, DC 20005  
Conference Room, Suite 750 Floor

***TIME:***

10:00 a.m. – 12:00 p.m.

***CONTACT PERSON:***

Paulette Jackson  
Sexually Transmitted  
Disease Control Program  
DC Department of Health  
(202) 727-9862  
paulette.jackson@dc.gov

## REQUEST FOR APPLICATIONS (RFA): # 0714-06

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### Application Checklist Form

Please indicate with a check mark all items in the list below that have been completed in the application submission:

- ☐ The applicant organization/entity has responded to all sections of the Request for Application.
- ☐ The applicant has included a table of contents listing the major sections with corresponding page numbers.
- ☐ The Offeror Identification Information, form (Attachment A), is complete and signed.
- ☐ The Program Budget is complete and complies with the Budget forms listed in (Attachment G), of the RFA. The budget narrative describes the categories of items proposed.
- ☐ A separate application, if applicable, has been submitted for each priority applicant that is requesting funding.
- ☐ **The application is submitted in English, printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point font size (Arial font recommended) with a minimum of one-inch margins. Documents should not be bound or placed in a notebook. Clips and rubber bands recommended.**
- ☐ The proposal summary section is complete and within the 2-page limit for this section of the RFA submission.
- ☐ The program goals and objectives section is complete and is within the 10-page limit for this section of the RFA submission.
- ☐ The project description section is complete and is within the 5-page limit for this section of the RFA submission.
- ☐ The applicant is submitting the required six (6) copies of its proposal; one (1) copy is an original.
- ☐ The application proposal format conforms to the "Proposal Format" listed in Section V, pages 8 -10 of the RFA.
- ☐ The Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (Attachment B) is complete and signed.
- ☐ The Assurances (Attachment C) is complete and signed.

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## REQUEST FOR APPLICATIONS (RFA): # 0714-06

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### Continued Application Checklist Form

- ☐ The appropriate appendices, including program descriptions, staff qualifications, job descriptions for management, individual resumes, organization's operating policies, current documents of licensure or certification of key management and professional staff, patient handbook or statement of rights and responsibilities, and other supporting documentation are enclosed. (These are conditions of award and these items must be available for inspection prior to award).
- ☐ The application will be hand delivered to the **STD Control Program (STDCP), 717 14th Street NW, Suite 750**, no later than 5:00 p.m., EST on the deadline date of **August 14, 2006**.
- ☐ The application is submitted with **two original receipts**, found in Attachment D, attached to the outside of the envelope or package for STDCP's approval upon receipt.
- ☐ Medicaid or D.C. Health Care Alliance funding will not be supplanted by this grant.
- ☐ Current certified statement of applicant's financial condition enclosed.
- ☐ Contains a completed Work Plan (Attachment E).
- ☐ Contains a completed Staffing Plan (Attachment F).
- ☐ Contains Eligible Metropolitan Area Wide Assurance Checklist (Attachment H).
- ☐ Appendices are included in the proposal submission.

### SIGNATURE OF APPLICANT

**To the best of my knowledge and belief, all information included in this application is true and correct. Submission of this application has been duly authorized by the governing body of the applicant and the applicant will comply with all required assurances (attached) if assistance is awarded.**

Signature of Authorized Representative \_\_\_\_\_

Date \_\_\_\_\_ Name and Title \_\_\_\_\_

Organization/Agency \_\_\_\_\_ Telephone \_\_\_\_\_

**LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL.**

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**District of Columbia  
Department of Health  
Sexually Transmitted Disease Control Program  
Request for Applications (RFA): # 0714 - 06**

**Communicable Disease Services Grant**

**SECTION I                      GENERAL INFORMATION**

**Introduction**

The Sexually Transmitted Disease Control Program (STDCP) is charged with preventing and controlling the spread of sexually transmitted diseases, with special emphasis on syphilis, gonorrhea, and chlamydia and related syndromes in the District of Columbia. The STDCP coordinates the identification, diagnosis, treatment, and prevention of STDs in the District of Columbia. The STDCP directs clinic-based health and counseling services, coordinates epidemiological field follow-up and disease surveillance, and provides ongoing professional and client education and training services.

The STDCP operates one STD Clinic located on the DC General Health Campus that provides free services, including screening, treatment, counseling, and partner services. Confidential HIV testing along with referral for early intervention services are also offered.

The STDCP is soliciting applications from qualified applicants to provide examination, diagnostic, treatment, and counseling services for syphilis, chlamydia, and gonorrhea for up to 625 patients.

**Target Population**

**Priority Area 1 – Chlamydia Trachomatis/Gonorrhea Screening Services**

The target population includes female and male D.C. residents in need of such services. Sub-populations that are disproportionately affected by chlamydia and gonorrhea include: African-Americans, Hispanics, women of childbearing age and persons between 15 and 30 years of age plus their sex partners.

**Priority Area 2 – Sexually Transmitted Diseases (STD) Clinical Services**

The target population is D.C. citizens who are in need of such services, but particularly those sub-populations that are disproportionately affected by STDs, especially syphilis. Those disproportionately affected include African-Americans, Hispanics, men who have sex with men (MSM), women of childbearing age and persons between 24 and 45 years of age.

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**Eligible Organizations/Entities**

Any not-for-profit community health care clinic currently operating in the District of Columbia is eligible to apply for federal grant funds under this Request for Application. Individuals are not eligible to apply for funds under this RFA.

**Source of Grant Funding**

The funding is made available through the U.S. Department of Health and Human Services (DHHS), Public Health Service, Centers for Disease Control and Prevention, CSPA Funds.



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## **Award Period**

The grant award will be for an initial period not to exceed one year from the date of the award. This is a one time offering only that is neither designed nor intended for renewal.

## **Grant Awards and Amounts**

DOH/PCPA Bureau of Communicable Disease anticipates awarding 2 -3 grants during the summer ranging from \$50,000 - 100,000. However, additional awards may be made as funding becomes available in the same range to those applicants who were deemed eligible for funding but did not receive an award in the initial phase; additional funding may also be made available to initial recipients.

## **Contact Person**

For further information, please contact:

Paulette Jackson

STD Control Program

717 14th Street, NW, Suite 750

Washington, DC 20005

Phone (202) 727-9862 Fax (202) 727- 3345

Website: <http://www.opgd.dc.gov>

## **Internet**

Applicants who obtain this RFA from Office of Partnerships and Grants Development's website, <http://www.opgd.dc.gov> are strongly advised to provide the STD Control Program (STDC) with the following:

- Name of organization;
- Key contact;
- Mailing or email address; and
- Telephone and fax numbers.

This information is requested in order to provide the applicant with updates and/or addenda to the STD Clinical Services Grant RFA. Amendments will also be posted to the website where the RFA was downloaded.

## **Pre-Application Conference**

The Pre-Application Conference will be held July 25, 2006, from 10:00 a.m. to 12:00 p.m., in Suite 750, 717 14th Street, N.W., Washington, DC 20005.

## **Explanations to Prospective Applicants**

Applicants with questions pertaining to the RFA are encouraged to contact the person listed above on or after July 25, 2006.

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## SECTION II PROGRAM SCOPE

### Priority Area 1 – Chlamydia Trachomatis/Gonorrhea Screening Services Grant.

**Please note: An application must be submitted for each priority for, which funding is requested.**

The District of Columbia Department Of Health's Sexually Transmitted Diseases Control Program seeks services of qualified applicants to provide quality chlamydia, gonorrhea and syphilis screening services that includes diagnosis and treatment, patient education and when appropriate, referral services for up to 625, or the prorated equivalent, clients annually. The provision of these services is to be accomplished in a manner consistent with contemporary medical standards and practices, including applicable codes, statutes, regulations, and policies.

Objectives of the project are as follows:

- Test all women age 25 and under for chlamydia and gonorrhea, plus test women 26 and over when any of the following conditions are present:
  - Inconsistent use of barrier method of contraception or have had a new or more than one sex partner in the past 90 days;
  - Women with mucopurulent cervicitis (MPC);
  - Women who have been diagnosed and treated for other sexually transmitted diseases within the past year; and
  - Women who have a sex partner with a known or suspected STD.
- Examine and treat men who are sex partners of patients who test positive for chlamydia and gonorrhea.
- Annually screen a minimum of 625, or the prorated equivalent, high risk residents of the District of Columbia for syphilis, gonorrhea and chlamydia; and
- Prevent/reduce the spread of STDs among District residents.

### Specific Requirements

1. The Grantee shall use the following criteria for Selective Screening:
  - a. Test all clients age 25 and under for chlamydia/gonorrhea and in addition, test clients 26 and over when any of the following conditions are present:
    - (1). Clients 26 or greater that inconsistently use a barrier method of contraception or have had a new or more than one sex partner in the past 90 days;

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- (2). Women with mucopurulent cervicitis (MPC);
  - (3). Clients who have been diagnosed and treated for other sexually transmitted diseases within the past year; and
  - (4). Clients who have a sex partner with a known or suspected STD.
- b. Examine and treat sex partners of patients who test positive for chlamydia/gonorrhea and/or syphilis.
2. The Grantee shall provide the services stated below:
    - a. Screening using NAAT technology for chlamydia/gonorrhea among females/males in the target population;
    - b. Test, examine, diagnose, and treat for chlamydia (Chlamydia trachomatis) gonorrhea, and syphilis as well as presumptive treatment as appropriate;
    - c. Examination and preventive treatment of contacts to chlamydia/gonorrhea, and syphilis;
    - d. Epidemiologic follow-up of persons found to have a positive test for any of the three diseases.
    - e. Counsel all clients screened for chlamydia/gonorrhea and syphilis. The emphasis should be on risk reduction behaviors related to infection and prevention;
    - f. Assist patients in partner notification by providing technical and professional information and guidance;
    - g. Refer clients who are screened as prescribed to other medical and social service providers as needed; and
    - h. Provide the STD Control Program with treatment verification for all patients testing positive for any of the covered diseases.
  - 3.
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## **Priority Area 2 – Sexually Transmitted Disease (STD) Clinical Services**

**Please note: An application must be submitted for each priority for which**

## **funding is requested.**

The District of Columbia Department Of Health's Sexually Transmitted Diseases Control Program seeks services of qualified applicants to provide quality STD services that include screening, diagnosis and treatment, patient education and when appropriate, referral services for a minimum of 625 clients annually or the prorated equivalent. The provision of these services is to be accomplished in a manner consistent with contemporary medical standards and practices, including applicable codes, statutes, regulations, and policies.

Objectives of the project are as follows:

- To provide enhanced STD services to 625, or the prorated equivalent, residents of Washington D.C.;
- To annually screen a minimum of 625, or the prorated equivalent, high risk residents of the District of Columbia for syphilis, gonorrhea and chlamydia; and
- To reduce the spread of STDs among 625 District residents.

## **Specific Requirements**

The applicant should propose how it will provide dedicated evening and weekend STD services to District residents in need of such services during hours the Southeast STD Clinic is not operating. Services at the Southeast STD Clinic are available weekdays from 8:15 a.m. to 3:15 p.m.

Specifically, applicants should demonstrate how they will meet the following requirements:

- Conduct outreach activities to ensure that a minimum of 625, or the prorated equivalent, persons in the target population receive services.
- Administer screening tests for syphilis, gonorrhea and chlamydia to at least 625, or the prorated equivalent, persons annually.
- Provide prevention counseling for syphilis, gonorrhea and chlamydia to at least 625 persons annually or the prorated equivalent.
- Provide diagnosis and treatment to persons as needed.

Service sites should be strategically located in geographical areas that are accessible and convenient to the target populations, on public transportation routes, and in multi-purpose facilities.

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The applicant should propose how it will provide services stated below:

Specifically, applicants should demonstrate how they will meet the following requirements:

- Conduct outreach activities to ensure that a minimum of 625 persons in the target population receive services.
- Administer screening tests for syphilis, gonorrhea and chlamydia to at least 625 persons annually.
- Provide prevention counseling for syphilis, gonorrhea and chlamydia to at least 625 persons annually.
- Provide diagnosis and treatment to persons as needed.

Service sites should be strategically located in geographical areas that are accessible and convenient to the target populations, on public transportation routes, and in multi-purpose facilities.

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### **General Applicant Responsibilities**

1. The applicant shall have a computerized client record database in operation that is compatible with DOH/STDCP and accessible by DOH/STDCP staff within the first 30 days of grant award. DOH/STDCP will define contents and structure of record database.
2. The applicant shall attend all evaluation and monitoring meetings with the designated DOH/STDC representatives.
3. All printed material and forms used in this program shall be subject to DOH/STDC approval prior to being used.
4. The applicant shall periodically report on the program activities as requested by DOH/STDCP.

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## SECTION III SUBMISSION OF APPLICATIONS

### Application Identification

Six (6) copies, including an original and five (5) copies, of the application are to be submitted in a sealed envelope or package conspicuously marked "Application in Response to STD Clinical Services Grant RFA 0714-06." **Of the six (6) copies, one (1) copy must be an original.**

Facsimile submissions **will not be accepted.**

### Application Submission Date and Time

Applications are due no later than 5:00 p.m., EST, on August 14, 2006. All applications will be recorded upon receipt. **Applications accepted at or after 5:01 p.m. EST, on August 14, 2005 will not be forwarded to the review panel.** Any additions or deletions to an application will not be accepted after the deadline.

Six (6) copies of the application, including an original and five (5) copies, **must be** delivered to the following location:

STD Control Program  
717 14th Street, NW  
Suite 750, 7th Floor  
Washington, DC 20005  
Attention: Paulette Jackson

### Mail Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the 5:00 p.m., EST deadline on August, 2006, at the above location. The STD Control Program will not accept applications arriving via messenger/courier services at or after 5:01 p.m.

## LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

**NOTE: STDC is located in a secured building. Applicants must allow time to sign in at the Security Guard's desk. STDC will not accept responsibility for delays in the delivery of the proposals to the 7th Floor.**

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## **SECTION IV      REVIEW AND SCORING OF APPLICATIONS**

### **Review Panel**

The review panel for this RFA is composed of neutral, qualified professional individuals who have been selected for their unique experiences in the human service, public health, and health program planning fields. The review panel will review, score and rank each applicant's proposal. When the review panel has completed its review, the panel shall make recommendations for awards based on the scoring process. DOH shall consider other factors such as past performance of applicants, geographic locations, hours of operations and make funding recommendations to the Director of the Department of Health who makes the final funding decision.

### **SCORING CRITERIA**

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria.

#### **Criterion A   Background and Understanding (Total 15 Points)**

- The applicant demonstrates STD screening and prevention experience with one or more target population sub-groups. Applicant provides supporting information about clinical services to residents.  
**(Total 15 Points)**

#### **Criterion B   Program Goals and Objectives (Total 15 Points)**

- The program goals and objectives are clearly defined, measurable, and time specific. **(8 Points)**
- The target populations, as well as the specific program components, are clearly defined. **(7 Points)**

#### **Criterion C   Project Description (Total 30 Points)**

- The proposed activities and work-plan are clearly described and will achieve the project objectives. **(Total 20 Points)**
- The applicant develops an outreach activities plan and demonstrates the plan in the proposal submission.  
**(Total 10 Points)**



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**Criterion D Qualifications (Total 30 Points)**

- The applicant provides the qualifications of key staff assigned to the proposed project. **(Total 10 Points)**
- The applicant demonstrates its capability to provide the services specific to the program scope for which it is applying by describing relevant training and acquired expertise. **(Total 20 Points)**

**Criterion E Fiscal Management and Reasonable Budget (Total 10 Points)**

- The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve the project goals. **(Total 10 Points)**

**Decision on Awards**

The review panel's recommendations are solely advisory and non-binding on DOH. Final awards decision rest solely with DOH. After reviewing the review panel's recommendations, and any other relevant information, DOH shall decide which applicants to award funds and the amounts to be funded.

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## SECTION V                      PROPOSAL FORMAT

Applicants are required to follow the format below and each proposal must contain the following information:

- Table of Contents **(2 pages)**
- Proposal Summary **(2 pages)**
- Program Goals and Objectives **(10 pages)**
- Project Description **(5 pages)**
- Organizational Capabilities **(3 pages)**
- Offeror Identification Information **(Not counted in page total, See Attachment A)**
- Certifications and Assurances **(Not counted in page total, See Attachments B and C)**
- Project Work Plan **(Not counted in page total, See Attachment E)**
- Staffing Plan **(Not counted in page total, See Attachment F)**
- Program Budget and Budget Narrative **(Not counted in page total, See Attachment G)**
- Eligible Metropolitan Area Wide Assurance Checklist **(Not counted in page total, See (Attachment H)**
- Appendices (Resumes, Organization Chart, Position Descriptions) **(Not counted in page total)**

The number of pages designated for each section is a recommendation. Applicants should feel free to submit fewer or more pages than recommended for that section. However, the maximum number of pages for the total proposal **cannot exceed 20 double-spaced pages on 8½ by 11-inch paper**. Margins must be no less than one inch and a font size of 12-point is required (Arial type recommended). Pages should be numbered. **The review panel shall not review applications that do not conform to the above requirements.**

### Description of Proposal Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services.

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It is important that proposals reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

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## **Table of Contents**

The Table of Contents should list major sections of the proposal with quick reference page indexing.

## **Proposal Summary**

This section of the application should be brief and serve as the cornerstone of the proposal. The proposal summary should highlight the primary objectives that are discussed in depth in other sections of the proposal.

## **Program Goals and Objectives**

This section of the application should contain the objectives for achieving the specific goals of the STD Clinical Services Grant and the needs of the target population.

## **Project Description**

This section of the proposal should contain the description of activities that justifies and describes the program to be implemented. The project description should include the target populations to be served and specific services to be provided.

## **Organizational Capabilities**

This section of the proposal should contain the applicant's qualifications, experiences and management, staffing, training, and service facility description to demonstrate capacity to meet requirements of this grant.

## **Offeror Identification Information**

Each application must include an "Offeror Identification," which identifies the applicant, type of organization, project service area and the amount of grant funds requested. See Attachment A.

## **Certifications and Assurances**

Applicants shall provide the information requested in Attachments B and C and return them with the application.

## **Program Budget and Budget Narrative**

Standard budget forms are provided in Attachment G. The budget for this proposal shall contain detailed, itemized cost information that shows personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

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### *Personnel*

Salaries and wages for full and part-time project staff should be calculated in the budget section of the grant proposal. If staff members are being paid from another source of funds, their time on the project should be referred to as donated services (i.e., in-kind, local share and applicant share).

### *Non-personnel*

These costs generally include expenditures for space---rented or donated-- and should be comparable to prevailing rents in the surrounding geographic area. Applicants should also add in the cost of utilities and telephone services directly related to grant activities, maintenance services (if essential to the program) and insurance on the facility.

Costs for the rental, lease and purchase of equipment should be included, listing office equipment, desks, copying machines, word processors, etc. Cost for supplies such as paper, stationery, pens, computer diskettes, publications, subscriptions and postage should also be estimated.

All transportation-related expenditures should be included, estimates on staff travel, pre-approved per diem rates, ground transportation, consultant travel costs, employee reimbursement and so forth.

### *Indirect Costs*

Indirect costs are costs that are not readily identifiable with a particular project or activity but are required for operating the organization and conducting the grant-related activities it performs. Indirect costs encompass expenditures for operation and maintenance of building and equipment, depreciation, administrative salaries, general telephone services and general travel and supplies. For purposes of this RFA an organization may not request more than a 46.5 rate.

## **Appendices**

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include, but are not limited to:

- Audited financial statement;
- Indication of nonprofit corporation status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Letters of support or endorsements;
- Staff resumes; and
- Planned job descriptions.

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## **SECTION VI            PROGRAM AND ADMINISTRATIVE REQUIREMENTS**

### **Use of Funds**

Applicants shall only use grant funds to support STD clinical services as described in this RFA.

### **Certifications and Assurances**

Applicants shall complete the Certifications and Assurances listed in Attachments B and C and return each with the proposal submissions.

### **Staff Requirements**

The applicant shall employ and maintain documentation that staff possesses adequate training and competence to perform the duties that they have been assigned.

The applicant shall maintain a complete written job description covering all positions funded through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/ certification criteria, a description of duties and responsibilities, hours of work, salary range and performance evaluation criteria. When hiring staff for this grant project, the applicant shall obtain written documentation of work experience and personal references.

The applicant shall maintain an individual personnel file for each project staff member which will contain the application for employment, professional and personal references, applicable credentials/certifications, records of required medical examinations, personnel actions including time records, signed statements of confidentiality, documentation of all training received, notation of any allegations of professional or other misconduct, applicant's action with respect to the allegations and the date and reason if terminated from employment. All of these personnel material shall be made available to the Grants Administrator upon request.

The applicant shall provide orientation sessions for each staff member and volunteer with respect to administrative procedures, program goals, and policies and practices to be adhered to under the applicant agreement.

With regard to volunteers, the applicant must illustrate, through program orientation that: (1) volunteers are subject to all rules and procedures with regard to confidentiality of information which are in effect for employees of the District of Columbia; (2) volunteers are not permitted to engage in political activities during the time voluntary services are being performed; (3) volunteers are informed of the nature and scope of the STD clinical services program; and (4) volunteers are to remain under the direct supervision of the applicant throughout the program period.

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The applicant shall maintain a current organizational chart that displays organizational relationships and demonstrates who has responsibility for administrative oversight and clinical supervision over each priority service activity.

Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the DOH/STDC Grants Officer.

### **Facility Requirements**

#### **a. Regulations**

The applicant's facilities used during the performance of this agreement shall meet all applicable Federal, state, and local regulations for their intended use throughout the duration of the Grant Agreement. The applicant shall maintain current all required permits and licenses for the facilities. The applicant's failure to do so shall constitute a failure to perform under the agreement and be a basis for termination of the agreement for default.

#### **b. Emergency Back-Up Site**

The applicant shall assure that an emergency site facility has been identified should the primary facility become unavailable for use as a result of a catastrophic event.

#### **c. Accessibility**

All facilities offered for the provision of services under the applicant Agreement shall be accessible to persons with mobility and other limitations (e.g., persons who are blind, deaf or hearing impaired), consistent with the Rehabilitation Act of 1973, P.L. 95-602 (Section 504), and the Americans with Disabilities Act, P.L. 101-336, as appropriate, which shall be incorporated in the applicant Agreement. The facilities shall be open for visiting by families and convenient to reach by public transportation.

#### **d. Maintenance**

The applicant shall provide all supplies and services routinely needed for maintenance and operation of the facility, such as security, janitorial services, or trash pick-up.

### **Performance Standards and Quality Assurance**

The applicant shall submit a work plan within 30 days of the grant award, detailing its plan to monitor and evaluate the delivery of all services. At a minimum, the quality assurance program shall include a review of the appropriateness, quality and timeliness of each service.

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The applicant shall develop and implement policies and procedures to evaluate the accuracy of data collection and reporting activities in accordance with protocols established or disseminated by the DOH/STDC.

The applicant shall participate in the evaluation of the project by appropriate internal staff and/or external evaluators with the assurance that client confidentiality will be maintained. These activities may include, but are not limited to, site visits, client surveys, or other data collection activities.

## **Reports**

- a. The applicant shall submit a monthly report to the Grant Administrator by the 20th day after the end of each month of service regarding the progress towards completion of tasks and requirements in the scope of services. Such reports must contain the following information in a format approved by the Grant Administrator:
  - Draft copies of all educational and any other materials for use in implementing this grant, for approval by the DOH/STDC prior to preparation in final form and dissemination;
  - Program description including the targeted population with the total number and names of organizations and individuals invited to participate (and who have participated) in workshops, seminars, and/or courses, divided by the section of the District where they are located;
  - Demographics of the population served;
  - Listing of the dates and location of all educational and outreach activities conducted during the reporting month;
  - Collaboration (if any) with other organizations serving the target population;
  - Status of work plan, indicating the extent to which established milestones for the reporting month have been accomplished, and identifying proposed revisions to the work plan to address problem areas; and
  - Also included in the report should be a summary of the results of the evaluation of services under the quality assurance program.
- b. The applicant shall ensure that all payment requests be accompanied by a copy of the monthly report covering the period for which reimbursement is being requested. Payment requests shall be based on invoices with supporting source documentation as may be required by the DOH/STDC.



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- c. The applicant shall submit to the Grant Administrator at the DOH/STDC a final report no later than the 30th day after expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues and recommendations.
  - d. The applicant shall report unusual incidents by the facsimile or telephone to the Grant Administrator within 24 hours of the event and in writing within five (5) days after occurrence. An unusual incident is an event, which affects staff (Administrative Agency's employees or applicant's staff) or clients, which is significantly different from the regular routine or established procedures. Examples include, but are not limited to: unusual death; injury; unexplained absence of a client from a program; physical, sexual, or verbal abuse of a client by staff or other clients; staff negligence, fire, theft, destruction of property, or sudden serious problems in the physical plant; complaints from the target populations; requests for information from the press, attorneys, or government officials outside DOH involved with the grant; and client behavior requiring attention of staff not usually involved in their care.

## **Records**

The applicant shall keep accurate records of activities of the project. When delivering services, the applicant must maintain records reflecting initial and periodic assessments, if appropriate; initial and periodic service plans; and the ongoing progress of program activities.

The applicant shall provide the Grant Administrator, and other authorized representatives of the Department of Health and the District Government, such access to project and financial records as may be necessary for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by appropriate applicant staff.

The applicant shall retain records for at least three (3) years following final closeout of the grant.

## **Performance Monitoring**

The DOH/STDC shall monitor and evaluate the performance of the applicant according to the scope of work and related service delivery standards set forth in the grant Agreement. The Grant Administrator or his/her designee will make periodic scheduled and unscheduled site visits to monitor the implementation of the scope of work and terms and conditions.

The applicant shall provide the Grant Administrator and other authorized representatives of the District, such access to its facilities, records, clients and staff as may be necessary for monitoring purposes.

The Department of Health shall assign a staff person to monitor the project. The Grant Monitor shall review all written policies and procedures applicable to the project, review all monthly reports, conduct site inspections, and hold periodic conferences with the applicant to assess the applicant's performance in meeting the requirements of the Grant Agreement.

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## **Evaluation**

The Grant Administrator shall be authorized to assess the applicant's performance with respect to accomplishing the purposes of the Grant Agreement. Specifically, the applicant's performance shall be assessed to determine the quality of the services delivered and the applicant's ability to deliver services according to the deadlines established in the Agreement.

The Grant Administrator shall monitor the performance of the grant requirements as set forth in the Scope of Services and elsewhere in Grant Agreement, and the Grantee's Grant Application.

The Grant Administrator shall assess the grantee's performance with respect to the number of people served, quality of the services delivered and the grantee's ability to deliver services according to the deadlines established in the agreement.

The Grant Administrator will monitor performance by identifying grantees that fall 25% behind (in any one-month) in the service units they provide. Once the deficiency is identified, DOH/DSTD will develop, in collaboration with the grantee, a re-mediation plan to correct the program deficiencies.

The Grant Administrator will, as applicable, perform a complete fiscal compliance review to determine patterns and rates of expenditures. If deficiencies are identified, DOH/DSTD will develop, in collaboration with the grantee, a re-mediation plan to improve and correct fiscal problems.

## **SECTION VII            GENERAL PROVISIONS**

### **Insurance**

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All grantees that receive awards under this RFA must show proof of insurance prior to receiving funds.

### **Audits**

At any time or times before final payment and three (3) years thereafter, the District may have the grantee's expenditure statements and source documentation audited.

### **Nondiscrimination in the Delivery of Services**

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under any program activity receiving STD Clinical Services Grant funds.

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**SECTION VIII****LIST OF ATTACHMENTS****Attachment A****Offeror Identification Information****Attachment B****Certifications****Attachment C****Assurances****Attachment D****Original Receipts****Attachment E****Work Plan****Attachment F****Staffing Plan****Attachment G****Budget**

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## ATTACHMENT A

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### OFFEROR IDENTIFICATION INFORMATION

The District of Columbia has implemented an automated Vendor Information System for monitoring procurement actions. The system is the Data-Universal-Numbering System (DUNS) which is a numbering system designed and maintained by the Dun & Bradstreet Corporation. All vendors, except individuals, are required to submit their DUNS and Federal Identification numbers as part of their offers. Since DUNS numbers are not assigned to individuals, individuals must submit their Social Security numbers with their offers. A Reserve-User-Block-System (RUBS) number will be assigned by the District's Department of Administrative Services, should an award be made to the individual as vendor.

To determine if you have a valid DUNS number, please contact the closest Dun & Bradstreet office or you may dial (1-800-333-0505). If a number has not been previously assigned to your company, you must obtain one. There is no charge, there is no credit rating inquiry and the DUNS number can usually be obtained in one telephone call.

Please list below applicable vendor information:

Offeror operates as \_\_\_\_\_ an individual, \_\_\_\_\_ a partnership, \_\_\_\_\_ a non-profit organization, \_\_\_\_\_ a corporation, incorporated under the laws of the State of \_\_\_\_\_.

DUNS Number \_\_\_\_\_

Federal Tax I.D. Number \_\_\_\_\_

Legal Name of Entity  
Assigned This Number \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Type of Business \_\_\_\_\_

Telephone Number (     ) \_\_\_\_\_ Fax Number (     ) \_\_\_\_\_

**AWARDS/PAYMENTS UNDER TERMS OF ANY GRANT RESULTING FROM  
THIS REQUEST FOR APPLICATIONS WILL BE HELD IN ABEYANCE  
PENDING RECEIPT OF A VALID DUNS OR RUBS NUMBER.**

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**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office of the Chief Financial Officer**



**Certifications Regarding  
Lobbying; Debarment, Suspension and Other Responsibility  
Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.



**2. Debarment, Suspension, And Other Responsibility Matters (Direct Recipient)**

**As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—**

**A. The applicant certifies that it and its principals:**

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;**
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
  - (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and**
  - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and**
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.**

**1. Drug-Free Workplace (Grantees Other Than Individuals)**

**As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—**

**A. The applicant certifies that it will or will continue to provide a drug-free workplace by:**

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**
- (b) Establishing an on-going drug-free awareness program to inform employees about—**
  - (1) The dangers of drug abuse in the workplace;**
  - (2) The applicant's policy of maintaining a drug-free workplace;**



## **ATTACHMENT B**

**Page 3 of 4**

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- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and**
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—**
  - (1) Abide by the terms of the statement; and**
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: The STD Control Program, 717 14th St., NW, Suite 950, Washington, DC 20005. Notice shall include the identification number(s) of each effected grant;**
- (l) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**
  - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
  - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e),. and (f).**
- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:**

**Place of Performance (Street address, city, county, state, zip code)**



**Drug-Free Workplace (Grantees who are Individuals)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Sexually Transmitted Disease Control Program  
717 14th St., NW, Suite 750  
Washington, DC 20005.

As the duly authorized representative of the applications,  
I hereby certify that the applicant will comply with the above certifications.

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1. Grantee Name and Address

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2. Application Number and/or Project Name

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3. Grantee IRS/Vendor Number

---

4. Typed Name and Title of Authorized Representative

---

5. Signature

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6. Date





## **ATTACHMENT C**

**Page 1 of 2**

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### **ASSURANCES**

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.



**ATTACHMENT C**  
**Page 2 of 2**

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9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including part 18. Administrative Review Procedure; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended ; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$625,000 or more.
15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348), dated October 19, 1982 (16 USC 3501 et seq.), which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

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Signature

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Date

**ATTACHMENT D**

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**Sexually Transmitted Disease Control Program (STDCP)  
717 14<sup>th</sup> Street, NW, Suite 750  
Washington, D.C. 20005**

**STD Clinical Services Grant**

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**(Contact Name/Please Print Clearly)**

---

**(Organization Name)**

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**(Address, City, State, Zip Code)**

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**(Telephone/Facsimile)**

---

**(Program Title)**

---

**\$  
(Amount Requested)**

**STDC USE ONLY:**

THE STD CONTROL PROGRAM (STDCP) IS IN RECEIPT OF

**Please Indicate Time:**

ORIGINAL and \_\_\_\_\_ COPIES.

RECEIVED ON THIS DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ 2006

Received by: \_\_\_\_\_

**PROPOSALS ACCEPTED AFTER 5:00 P.M. WILL NOT  
BE FORWARDED TO THE REVIEW PANEL.**

Work Plan

Organization:	Submission Date:			
Budget Amount:	Project Manager:			
Measurable Objectives/Activities				
1. Objective:				
Activities:	1 <sup>st</sup> Q	2 <sup>nd</sup> Q	3 <sup>rd</sup> Q	4 <sup>th</sup> Q
2. Objective:				
Activities:	1 <sup>st</sup> Q	2 <sup>nd</sup> Q	3 <sup>rd</sup> Q	4 <sup>th</sup> Q

ATTACHMENT F

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Staffing Plan

NAME	POSITION TITLE	FILLED/ VACANT	ANNUAL SALARY	Percent OF EFFORT	START DATE

Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT G

### BUDGET

Date of Submission: \_\_\_\_\_

Organization: \_\_\_\_\_

Service Area: \_\_\_\_\_

Budget: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Telephone #: \_\_\_\_\_

CATEGORY	ADMINISTRATION	PROGRAM SERVICE	TOTAL
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other			
Subtotal Direct Costs			
Indirect/Overhead			
Total:			

# **ATTACHMENT H**

## **Eligible Metropolitan Area (EMA)-Wide Assurance Checklist**

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### **(District of Columbia, Suburban Maryland, & Suburban Virginia)**

NAME OF ORGANIZATION: \_\_\_\_\_

Applicants are required to submit **one (1)** unbound original and **two (2)** copies of certifications, affidavits, and assurances in three (3) separate, sealed envelopes. The assurance checklist should be placed in the envelope of each packet. The outside of each envelope must be conspicuously marked as follows:

1. Comprehensive STD Prevention Systems Projects, Prevention of STD-Related Infertility, Syphilis Elimination.
2. Whether content is “original” or “copy”.

#### **Certifications to include:**

- \_\_\_ 1. Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (Attachment B)
- \_\_\_ 2. Signed Federal Assurances (Attachment C)

#### **Evidence of Insurance to include:**

#### **Table of Contents: Pages must be consecutively numbered.**

- \_\_\_ 1. Commercial General Liability
- \_\_\_ 2. Professional Liability
- \_\_\_ 3. Comprehensive Automobile Insurance
- \_\_\_ 4. Worker’s Compensation Insurance

#### **Licenses to include:**

- \_\_\_ 1. Certificate of Occupancy.
- \_\_\_ 2. 501 (C)(3) Certification. For non-profit organizations, if applicable
- \_\_\_ 3. Articles of incorporation and corporate by-laws; partnership or joint venture agreement if applicable.
- \_\_\_ 4. For-profit organizations must submit a copy of any current license, registration or certificate to transact business in the relevant jurisdiction, including a certificate of occupancy.
- \_\_\_ 5. Audits and Financial Statements
- \_\_\_ 6. Certificate of good standing from local tax authority.
- \_\_\_ 7. Copy of operating policies and procedures and patient handbook or statement of client rights and responsibilities.
- \_\_\_ 8. Provide the policies and/or protocols used to protect the confidentiality of clients.
- \_\_\_ 9. Evidence of organizational Compliance with HIPAA regulations.
- \_\_\_ 10. Copy of internal client grievance procedures.
- \_\_\_ 11. Evidence of organizational Compliance with HIPAA regulations.

**ATTACHMENT H**  
**Eligible Metropolitan Area (EMA)-Wide Assurance Checklist**

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\_\_13. Copy of internal client grievance procedures.

Print Name of Applicant Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_